

BOOTH # \_\_\_\_\_

# FOOD VENDOR

TUESDAY - JULY 4, 2006 CELEBRATION

12:00 Noon – 5:00 p.m.

No Raindate – Fees will be returned if canceled.

Check One: \_\_\_\_\_ Non-profit \_\_\_\_\_ Commercial

**Outdoor booth spaces are 10' x 10'. Number of Spaces Needed** \_\_\_\_\_

Booth Space Fees (select one):

\_\_\_\_\_ Commercial Vendors – (local restaurants) – **Cost per booth \$80.**

Commercial Vendors not sponsored by a non-profit group must collect and pay 4% Town of Vienna Meals Tax.

\_\_\_\_\_ Non-Profit Groups – (ex. service organizations, scouts, churches) – **Cost per booth \$20.**

Proceeds from the sale of food must go to the non-profit organization. If a non-profit group is sponsoring a commercial vendor (ex. ice cream truck) a letter from the non-profit group must accompany this application indicating they will receive a percentage of the proceeds from the sale of the food items.

**NAME OF NON-PROFIT ORGANIZATION OR COMMERCIAL VENDOR:** \_\_\_\_\_

CONTACT  
PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET

\_\_\_\_\_ CITY STATE ZIP

PHONE NUMBER:  
(work) \_\_\_\_\_ (home) \_\_\_\_\_

**DESCRIPTION OF FOOD AND/OR DRINK BEING SOLD:** \_\_\_\_\_

TEAR OFF AND RETAIN FOR YOUR INFORMATION

## GENERAL GUIDELINES

- Booth Reservation
  - Commercial Food and Drink Vendors sponsored by a local non-profit group. The non-profit group must send a letter along with the application and fee indicating they will receive a percentage of the proceeds from the sale of the food items.
  - Payment made payable to **TOWN OF VIENNA** must be submitted with booth reservation form.
  - Non-profit groups holding raffles require a permit/approval from the Town Manager's Office.
- Groups should plan to provide their own tables, canopies, electric generators, etc.
- FOOD BOOTHS WILL BE INSPECTED BY THE FAIRFAX COUNTY HEALTH DEPARTMENT. IT IS THE RESPONSIBILITY OF THE FOOD VENDOR TO REQUEST AN APPLICATION FOR A TEMPORARY FOOD PERMIT, PAY FEE, AND COMPLY WITH HEALTH DEPARTMENT REGULATIONS. CALL THE HEALTH DEPARTMENT AT 703-246-2444 or [www.co.fairfax.va.us/service/hd](http://www.co.fairfax.va.us/service/hd) FOR APPLICATIONS AND SPECIFICS. YOU CAN BE CLOSED DOWN THE DAY OF THE EVENT IF YOU HAVE NOT FILED AND PASSED ALL PAPER WORK. THIS NEEDS TO BE DONE AT LEAST FIFTEEN DAYS PRIOR TO THE DATE OF EVENT.**
- Spaces will be assigned in the order in which we receive requests. We will accommodate reasonable special requests if we are able.
- Food Booths will be located on the Vienna Volunteer Fire Department lot. Vehicle access to booth locations will be restricted to unloading – 8:00 a.m. – 11:30 a.m. and loading 5:00 p.m. – 7:00 p.m. only. Vehicles will not be allowed to go in and out of the parking lot during the event.
- Letter of confirmation issued by the Town of Vienna should be presented upon arrival to festival grounds.
- Event to take place Tuesday, July 4, 2006. If there is a cancellation due to weather we will refund booth fees.
- Return this form and the appropriate fee(s) made payable to the "TOWN OF VIENNA" by Monday, June 12, 2006 to:

VIENNA PARKS AND RECREATION  
120 CHERRY ST. SE  
VIENNA, VA 22180

For more information call Keith Fees at 703-255-6352

\*Confirmations of acceptance will be sent in writing as applications are received or by June 12, 2006.